

## SELF SERVICE CENTER

### PROCEDURES: HOW TO FILE YOUR AGREEMENT TO MODIFY PARENTING TIME (Formerly known as "VISITATION") and/or CHILD SUPPORT

- STEP 1**      **Make three (3) copies of the following documents:**
- ◆      *"Stipulation to Modify Prior Court Order Regarding Parenting Time and/or Support"*
  - ◆      *"Order Modifying Parenting Time and/or Child Support"*
  - ◆      *"Parenting Plan"*
  - ◆      *"Child Support Worksheet"* (if child support changes)
  - ◆      *"Order of Assignment"* and *"Current Employer Information Sheet"* (if child support changes)
  - ◆      *"Order Stopping Order of Assignment"* and *"Current Employer Information Sheet"* (if applicable)
  - ◆      *"Judgment Data Sheet"* (if child support changes)
- STEP 2**      **Assemble the documents like this:**
- ☛      Original and three (3) copies of the *"Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support."*
  - ☛      Original and three (3) copies of the *"Order Modifying Parenting Time and/or Support," "Parenting Plan," "Child Support Worksheet"* (if necessary), *"Order of Assignment"* and *"Current Employer Information Sheet,"* (if necessary) *"Order Stopping Order of Assignment"* and *"Current Employer Information Sheet"* (if necessary) and the *"Judgment Data Sheet"* (if necessary).
- STEP 3**      **Go to the Clerk of the Court** with all the documents properly assembled. The filing fee is \$61.00. If you cannot pay these fees, you may request that the fees be deferred. The Self-Service Center and the Clerk of the Court have the forms to request a deferral.
- ☛      File the original *"Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support"* with the Clerk of the Court.
  - ☛      Have the Clerk stamp your three (3) copies of the Stipulation and return the copies to you.
- NOTE:** If the Division of Child Support Enforcement (DCSE) is involved in your case, you **must** mail one more copy of all of the documents to: Attorney General, Child Support Enforcement, P.O. Box 6123, Site Code 775C, Phoenix, AZ 85005.
- STEP 4**      **Make four (4) separate packets for the documents you copied:**
- Packet 1** should contain the following documents:
- ◆      *"Family Court Post-Decree Coversheet"*
  - ◆      Clerk-stamped copy of *"Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support."*
  - ◆      Original *"Order Modifying Parenting Time and/or Child Support"*
  - ◆      Original *"Parenting Plan"*
  - ◆      Original *"Child Support Worksheet"* (if child support changes)
  - ◆      Original *"Order of Assignment"* Order and *"Current Employer Information Sheet"* (if child support changes)

- ◆ **Original “Order Stopping Order of Assignment” and “Current Employer Information Sheet”** (if applicable)
- ◆ **Original “Judgment Data Sheet”** (if child support changes)

**Packets 2,3 and 4** should **each** contain the following documents:

- ◆ Clerk-stamped **copy** of **“Stipulation to Modify the Prior Court Order Regarding Parenting Time and/or Support”**
- ◆ **Copy** of **“Order Modifying Parenting Time and/or Child Support”**
- ◆ **Copy** of **“Parenting Plan”**
- ◆ **Copy** of **“Child Support Worksheet”** (if child support changes)
- ◆ **Copy** of **“Order of Assignment Order” and “Current Employer Information Sheet”** (if child support changes)
- ◆ **Copy** of **“Order Stopping Order of Assignment” and “Current Employer Information Sheet”** (if applicable)
- ◆ **Copy** of **“Judgment Data Sheet”** (if child support changes)
- ◆ You must also provide two **(2)** 9" x 12" **business envelopes** stamped and addressed to each party.

If one of the parties is using the child support services of the Division of Child Enforcement (DCSE), an additional copy of the proposed Order and attachments and a stamped envelope addressed to the Attorney General must be mailed to the address listed in Step 3.

## **STEP 5      Take the documents to the Judge to review and sign:**

- ◆ Find out which judge is assigned to your case. If you are not sure, look at the court case number in the upper right-hand corner that starts with the letters D, DR, or FC and call Family Court Administration at 602-506-1561 to ask who your judge is.
- ◆ Take the following documents to the judge's IN-BOX at the Downtown Phoenix Court-house (if you filed your case at the Downtown Phoenix location), or deliver your documents to Family Court Administration, Second Floor at 222 E. Javelina in Mesa, (if you filed your case at the Southeast Court Facility (Mesa), or to Court Administration at 14264 West Tierra Buena Lane (if you filed at the Northwest Court Facility (Surprise).

## **STEP 6      Wait for the Judge to review and decide whether to sign the Order:**

- A. If the judge agrees with you, he/she will sign the **“Order Modifying Parenting time and/or Child Support,”** and if applicable the **“Order of Assignment,”** and **“Order Stopping Order of Assignment.”**
- B. The judge might not agree, or might want both parents to come to court for a hearing. If so, you will receive an Order from the judge in the mail.
- C. If you do not hear from the judge in about 3 weeks, you can call the judge's office to ask the staff about the status of your paperwork. Staff cannot tell you what the judge decided. You cannot speak to the judge.